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TO: Neighborhood Planning Committee

FROM: Chris Lawrence, AICP, Comprehensive Planner

RE: Minutes from the February 17, 2005

DATE: February 25, 2005

The Neighborhood Planning Committee met at 12:00 PM on Thursday, February 17, 2005, in the Policed Department Training Room. Members present included Buss, Lancaster, and Novak. Lawrence represented staff.

I. CALL TO ORDER

II. PUBLIC ADDRESS
None

III. UNFINISHED BUSINESS
None

IV. NEW BUSINESS

. **Neighborhood Matching Grants**

Mr. Lawrence provided an overview of the review criteria that applications are evaluated upon. One application was submitted.

1. Tom's Creek Neighborhood Planning Area

The Brookfield Village subdivision is applying for \$2000.00 in Town funds to install recreational equipment, including a swing, climbing apparatus, and bench, within the current tot-lot. The park land is owned and maintained by the town. The neighborhood has pledged over \$2,800 towards the project. Ms. Karen Drum is serving as the grant coordinator for this project.

Committee members discussed the project and stated that it was appropriate. A motion was made and seconded to recommend approval of the application as submitted.

The committee discussed outstanding grant applications and suggested a 3 year limit be placed on the grants for completion.

2. Miller Southside Neighborhood Master Plan

Mr. Lawrence presented the master plan to the committee and highlighted the process and different components of the plan.

Mr. Novak asked whether there was real support for the Historic District.

Ms. Buss stated that there was support for an additional review of projects rather than strict guidelines.

Mr. Lancaster stated that the plan had a great deal of direction for fringe areas around the neighborhood, which raised some concern. The scope of the plan goes outside the neighborhood. He questioned the detail of the plan compared to the Town's Comprehensive Plan. The language in certain sections of the plan may be difficult to read for someone with little planning experience.

Mr. Lancaster suggested developing a preface to the neighborhood master plans to help focus the purpose of the plans and how they relate to the Town's Comprehensive Plan.

The committee decided that more detailed review of the plan was needed and suggested that the Long Range Committee take the lead on the review of the master plan since the majority of NP Committee members were also on the LR Committee.

V. ANNOUNCEMENTS AND ADJOURNMENT

The Neighborhood Planning Committee meeting was adjourned at 1:00 PM.